



*Embassy of the United States of America*  
*Moscow, Russia*

September 12, 2012

Dear Prospective Offeror:

SUBJECT: Solicitation Number SRS500-12-R-0003

The Embassy of the United States of America invites you to submit a proposal for in-country incoming and outgoing diplomatic pouch services, for the U.S. Government in Russia.

The Embassy intends to conduct a second pre-proposal conference and all prospective offerors who have received a solicitation package will be invited to attend. If you wish to attend, please come to the South gate of the Embassy on September 18, 2012 at 9:45 (you must have your passport with you). The names of visitors must be provided to the Procurement Section for the attention of Mr. Vladimir Yeremkin no later than September 17, 2012 at 10:00. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the attention of Karen Heimsoth, Contracting Officer on or before 17:00 local time on September 26, 2012 to the following address:

U.S. Embassy Moscow  
GSO/Procurement  
Bolshoi Devyatinsky Per. 8.  
South Gate

No proposal will be accepted after this time.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33;
2. Section B;
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

The contract performance periods are specified in Section F of the solicitation.

Direct any questions regarding this solicitation to Karen Heimsoth by letter or by telephone +7 495 728-5224 during regular business hours.

Sincerely,

Karen Heimsoth  
Contracting Officer